

## **2014 Requirements and Attachments for SD CASA Grant**

- Grant completed, signed, and received by March 19, 2014
- Cover letter with CASA funding request
- Proof of National CASA Association membership
- Copy of current annual National CASA Local Program Survey
- Copy of program by-laws
- Copy of program board membership
- Copy of any current memorandums of understanding and/or tribal resolution (On File)
- Copy of current detailed operating budget
- Copy of the last two year's actual income statement and balance sheet
- Copy of financial review or audit report
- Copy of Internal Controls policy
- Copy of IRS form 990 (most recent within past 18 months)
- Letter of support/recommendation from the judge that uses the CASA program
- Site visit completed
- Statistical Spreadsheet